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# SPECIAL REGULATIONS FOR THE CITY OF TORONTO

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DISTRICT TEACHERS' INSTITUTES,  
MEDICAL AND DENTAL INSPECTION

AMENDED AUGUST, 1917

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# SPECIAL REGULATIONS FOR THE DISTRICT INSTITUTES OF THE CITY OF TORONTO

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In the City of Toronto there shall be one District Teachers' Institute for each Public School District Inspectorate, with the constitution and powers prescribed by the General Regulations for Teachers' Institutes, as amended in 1917, subject to the following special provisions:

## EXECUTIVE COMMITTEES

**1.**—(1) In addition to the Executive Committee and the officers for each of the District Institutes, provided for in Regulation 2 of the General Regulations, there shall be a General Executive Committee and a Special Executive Committee for all the District Institutes.

(2) The General Executive Committee shall consist of the Public School Inspectors, the Separate School Inspector, and the Presidents from time to time of the District Teachers' Institutes.

(3) The Special Executive Committee shall consist of the Public School Inspectors and the Separate School Inspector.

(4) The Chief Inspector shall be the Chairman and Convener of the General Executive Committee and the Special Executive Committee, and the Inspector of Public Schools, senior by appointment, shall be vice-Chairman of each Committee, both *ex officio*.

(5) The General Executive Committee shall appoint a Secretary and a Treasurer or a Secretary-Treasurer, and two auditors. The Secretary or Secretary-Treasurer shall be the Secretary of the Special Executive Committee also. These officers shall not be members of the Committee and shall be appointed from year to year, and shall be paid for their services such remuneration as the Committee concerned may deem adequate.

**2.** The following shall be the duties and powers of the General Executive Committee:

(1) To make from time to time such by-laws as may be necessary for the conduct of its business.

(2) To engage and pay lecturers for any joint evening meetings of all the Institutes provided for in the Regulations.

(3) Subject to Regulation 9 of the General Regulations, to determine the amount of the fee to be paid by the members of the District Institutes.

(4) To notify the Council of the City of Toronto of the amount of the Legislative grant paid to each Institute, with a request to transmit the equivalent thereof to each of the Institutes concerned.

**3.** The following shall be the duties and powers of the Special Executive Committee:

(1) To fix the dates of the meetings of the Institutes and the length of the forenoon and the afternoon session.

(2) At the request of one or more of the Institutes, or of its own motion, to make or to authorize the Institutes concerned to make, the necessary arrangements in each case for joint meetings of the members when, in its judgment, a topic or topics provided for under Regulation 1 (2) of the General Regulations should be discussed at their annual meeting by all the members of two or more of the Institutes or by the members of two or more of the Institutes who teach the pupils of certain grades, forms, or subjects.

(3) To approve of or to modify, in accordance with the provisions of Regulation 1 (2) of the General Regulations, the programme of the work to be taken up by each Institute at its meetings.

### JOINT MEETINGS

**4.**—(1) The Chairman and the Secretary of each day and evening joint meeting shall be selected by the members present.

(2) The expenses of the joint meetings shall be defrayed by the Institutes concerned.

### REPORTS

**5.** The estimated expenditure of the General Executive Committee for the following year in the discharge of its duties as prescribed herein shall, on its requisition, signed by the Chairman and the Secretary and communicated to the Institutes before their annual meetings, be provided for by each of said Institutes, in the proportion which the number of members thereof bears to the total number of members of all the Institutes, both numbers being computed in accordance with the provisions of Regulation 4 (1) of the General Regulations. Payment of the sum requisitioned shall be made by the Committee as soon as practicable after the receipt of the requisition by each Institute.

**6.** Each Institute shall make to the Special Executive Committee, on a date or on dates to be fixed by said Committee—

(1) A report of the total registered attendance at each forenoon and afternoon session, with the names of the absentees in each case, and the total number of teachers of each class in the District who are eligible for membership, computed and classified under Regulation 4 (1)-(2) of the General Regulations; and

(2) A report in detail of the receipts and expenditures of the preceding year, with a copy of the report of the auditors as adopted by the Institute.

(3) A report, signed by the Chairman and the Secretary on behalf of the Committee, setting forth the respects, if any, in which the Regulations of the Department have not been duly observed.

(4) The draft programme for its next annual meeting.

### REPEAL OF REGULATIONS

All the Regulations of the Department of Education in regard to Teachers' Institutes that are inconsistent with the foregoing Regulations are hereby rescinded so far as they concern the District Teachers' Institutes in the City of Toronto.

# SPECIAL REGULATIONS FOR THE MEDICAL AND DENTAL INSPECTION OF THE PUBLIC SCHOOLS OF THE CITY OF TORONTO

UNDER SECTIONS 32 a, OF 1917, OF THE PUBLIC HEALTH ACT

## I. ORGANIZATION AND QUALIFICATIONS OF THE STAFF

**1.**—(1) The School Medical and Dental inspectional staff shall consist of—

(a) A Medical Officer of Health.

(b) An adequate number of assistant School Medical Officers who shall be legally qualified practitioners of not less than two years' experience in the practice of their profession;

(c) School nurses who shall be graduates of reputable training schools for nurses; and—

(d) School Dental Officers who shall be duly qualified dental surgeons of at least two years' experience in the practice of their profession.

(2) The officers specified in (1) (b), (c) and (d) above shall be appointed by the Board of Health, on the recommendation of the Medical Officer of Health.

## II. INSPECTION

**2.**—(1) The Board of Health shall determine how often the members of the inspectional staff shall visit the schools; but without the sanction of the Minister, the number of such visits in the case of the medical inspection shall not be less than one a week.

(2) The hours of work of the members of the inspectional staff shall be determined by the Board of Health, but shall be during the regular school hours except in the case of the school nurses when home-visiting may make such hours impracticable; but said Board may arrange for additional home-visiting on Saturdays.

(3) (a) Subject to the approval of the Principal of the school concerned, the medical and dental inspection shall be made in the classroom, and for special examination, in a suitable room or other part of the building where no other pupils are present.

(b) Subject to the approval of the Board of Education, the Board of Health may install in a suitable room in each of the school buildings a dental chair for the examination of the pupils' teeth and the treatment of the teeth of the children of the indigent.

(4) The cost of the school medical and dental inspection shall be defrayed by the Board of Health and shall be provided for in the same manner as the funds for its other purposes.

### III. POWERS AND DUTIES OF THE MEDICAL OFFICER OF HEALTH

3.—(1) Subject to the Regulations and the approval of the Minister, the Board of Health may pass by-laws defining the duties of the members of the inspectional staff and making provision for carrying on the work of inspection.

(2) Subject to the Regulations, the Medical Officer of Health shall have such oversight of the duties of the other members of the inspectional staff as the Board of Health may determine.

(3) In such of his duties as affect the general organization and management of the Public Schools, the Medical Officer of Health shall be subject to the authority of the local Chief Inspector of Public Schools, or of the District Inspector or the Principal of the Public School concerned when, owing to other duties, the Chief Inspector is not accessible.

(4) The Medical Officer of Health shall from time to time confer on the sanitary condition of the school accommodations with the local Chief School Inspector and the District Inspector concerned, who, under the Regulations, are directly responsible therefor to the Minister and whose duty it is to report thereon to the Board of Education and, when necessary, to the Medical Officer of Health.

(5) The Medical Officer of Health shall give the local Chief Inspector of Public Schools such assistance as he may require in organizing the special classes and preparing the syllabuses authorized for sub-normal pupils under The Public and Separate School Regulations.

(6) The Medical Officer of Health shall, in a written report to the Board of Health and to the Board of Education from time to time, bring under their notice any matters pertaining to his duties that require their attention.

(7) At the close of each school year or at such other times as he may be called upon, the Medical Officer of Health shall make a report to the Board of Health and the Board of Education on the general health of the school children and any conditions of environment that come under his notice that injuriously affect the health of the pupils. In such report he shall make recommendations when, in his judgment, action should be taken by the Board or Boards.

### IV. DUTIES OF THE SCHOOL MEDICAL INSPECTIONAL STAFF

4.—(1) (a) A complete physical examination of every pupil shall be made as soon as practicable after his first admission to school.

(b) A complete physical examination shall consist of an examination of the head, eyes, ears, nose, throat, teeth, and cervical glands, of the heart, lungs, spine, and joints, and of the skin of the face, neck, and hands. The examination of the eyes and ears shall include testing for sight and hearing. The heart and lungs shall be examined over the clothing, except when the parent or guardian authorizes the removal in his or her presence or in the presence of the nurse, of such clothing only as shall be found necessary for the examination. The presence or absence of vaccination scars shall also be recorded.

(2) (a) The special examination provided for in 2 (3) (a) above shall deal with any new cases which may be referred to the Assistant School Medical Officer in charge by the District School Inspector, the Principal, or the School Nurse, and with any other cases which a previous examination has shown to need attention, or which may otherwise come to the notice of the inspectional staff.

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(b) A classroom examination of every pupil shall be made at least once every half year as to the condition of the mouth, throat, teeth, eyes, and ears, and the skin of the face, neck, and hands.

(c) On completing the inspection provided for in 4 (1) (a) and (2) (a) and (b) above, the Assistant School Medical Officer in charge shall, when he deems necessary, notify the parent or guardian, on a form to be sent through the Principal of defects in the physical condition of his child or ward, and it shall be the duty of such parent or guardian to have the case duly attended to.

(d) A record of all the physical examinations of the pupils shall be made by the Assistant School Medical Officer in charge, and shall be kept by the Principal in the school building in suitable files provided by the Board of Health.

(e) On the report of the Principal to the Medical Officer of Health that the parent or guardian has neglected to comply with the terms of the notice provided for in 4 (2) (c) above, said Officer shall take such action as may be authorized under the regulations, or by direction of the Board of Health.

(3) In the event of the Medical Officer of Health reporting to the Board of Education and the Board of Health that the physical condition of a teacher or a janitor of a school is such as to endanger the health of the pupils at the school, the Board of Health may order a physical examination of such teacher or janitor and may exclude him from the school until he presents to the District School Inspector a certificate in writing from the Medical Officer of Health, that his physical condition would no longer be dangerous to the pupils.

(4) (a) Subject to the instructions of the Assistant School Medical Officer in charge or the Principal, a School Nurse shall visit the pupils' homes and shall confer with their parents or guardians at such hours and places as may be arranged by her through the Principal.

(b) The School Nurse shall keep a written record of such visits and conferences and shall report promptly and fully in regard to them to the Principal and said Assistant School Medical Officer within one week after each visit or conference.

(5) In cases of emergency, the Assistant School Medical Officer or a School Nurse in charge may render first aid, and may bandage wounds and apply antiseptic dressings to cuts, wounds, and bruises, but shall not give nor prescribe medicines or other treatment.

## **V. DUTIES OF THE SCHOOL DENTAL INSPECTIONAL STAFF**

**5.**—(1) On the report of the Principal to the Medical Officer of Health that the parent or guardian has neglected to comply with the terms of the notice provided for in 5 (3) below, said officer shall take such action as it may be authorized under the regulations or by direction of the Board of Health.

(2) (a) Once every year and at such other times as the Medical Officer of Health may direct, the School Dental Officers shall make an examination of the teeth of all the pupils attending the schools.

(b) This inspection shall be made at as early a date as is practicable.

(3) When the School Dental Officer in charge reports that the teeth of a pupil require dental attention, notice of the facts shall be sent to the parent or guardian through the Principal, and it shall be the duty of such parent or guardian to have the case duly attended to.

(4) At the close of the school year each School Dental Officer in the schools under his charge, shall each make a written report to the Medical Officer of Health on the general condition of the teeth of the pupils. In such report the School Dental Officer shall make recommendations when in his judgment action should be taken by the Board of Health.

## VI. DUTIES OF THE PRINCIPAL

**6.**—(1) It shall be the duty of the Principal of a School visited by a member of the Inspectional staff to require every pupil to submit to such examination as such officer is empowered to make under the regulations.

(2) (a) (i) The Principal shall exclude from school any pupil who has been reported to him by the Assistant School Medical Officer or School Nurse in charge as having symptoms of smallpox, scarlet fever, diphtheria, measles, chicken-pox, mumps, whooping-cough, or other communicable disease.

(ii) In other cases, the Principal shall act on his own judgment and shall immediately notify of such action the Medical Officer of Health.

(iii) The pupil so excluded shall not return to school until he presents to the Principal a certificate in writing signed by the Medical Officer of Health or other qualified medical practitioner approved by said officer that all danger from exposure to contact with such pupil has passed.

(b) (i) When a pupil is discovered with pediculosis or with such a skin disease as itch or ring-worm, the Principal, on the report of the Assistant School Medical Officer or the School Nurse that the child cannot attend school without danger to the other pupils, shall immediately send the pupil home.

(ii) The pupil so excluded shall not be re-admitted until, in the judgment of the School Nurse, or said Assistant School Medical Officer, he may be re-admitted without danger to the other pupils.

(3) The Principal shall confer with the Assistant School Medical Officer in charge in regard to the physical exercises that are to be taken by the pupils whose condition, in the judgment of the Principal or said officer, demands such conference, and, on the report of said Assistant School Medical Officer after conference with the family physician, the Principal shall modify or prohibit for such pupils the course in Physical Culture prescribed for the Forms to which they belong.

(4) Subject to instructions from the local Chief Inspector of Public Schools, concurred in by the Medical Officer of Health, the Principal shall—

(a) Arrange for conferences between the members of the Staff in his school and the Medical Inspectional Staff, to discuss School Hygiene and special cases of pupils who require medical or surgical attention.

(b) Arrange for the assistance of his teaching Staff in the early detection of outstanding physical defects of pupils in their respective classrooms.

## REPEAL OF REGULATIONS

All the Regulations of the Department of Education in regard to medical and dental inspection that are inconsistent with the foregoing Regulations are hereby rescinded so far as they concern the medical and dental inspection of the Public Schools of the City of Toronto.

August, 1917.